

**CLINICAL LABORATORY SCIENCE PRACTITIONERS**  
**301 SOUTH PARK, 4th FLOOR**  
**PO BOX 200513**  
**HELENA, MONTANA 59620-0513**  
**PHONE: (406) 444-6880**  
**EMAIL: [dlibsdcsls@mt.gov](mailto:dlibsdcsls@mt.gov) WEBSITE: [www.cls.mt.gov](http://www.cls.mt.gov)**

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED  
(Please allow five days for processing from the date that the Board has a complete routine application)

**CLINICAL LABORATORY PERSONNEL ARE NOT PERMITTED TO PRACTICE IN MONTANA IN ANY MANNER WITHOUT AN ACTIVE MONTANA LICENSE**

**LICENSE REQUIREMENTS**

**CLINICAL LABORATORY SCIENTIST**

- Graduated from an accredited college or university with a baccalaureate degree with at least 36 semester or 54 quarter hours in physical and biological sciences;
- Passed generalists' examination offered by a national certifying body for clinical laboratory scientists. (Listing on page 9).

**CLINICAL LABORATORY SPECIALIST**

- Graduated from an accredited college or university with a baccalaureate degree with at least 36 semester or 54 quarter hours in physical and biological sciences;
- Passed a specialist examination offered by a national certifying body for clinical laboratory specialists. The following areas of clinical laboratory science for which the board will grant a specialist's license:
  - clinical chemistry;
  - hematology;
  - microbiology;
  - cytology;
  - immunohematology;
  - cytogenetics, and
  - molecular biology

**CLINICAL LABORATORY TECHNICIAN**

- Graduated with an associate degree or possess 60 semester or 90 quarter hours in a science-related discipline, or completed a military medical laboratory training program of at least 12 months in duration.
- Passed a technician examination offered by a national certifying body for clinical laboratory scientists.

**FEES (All fees are non-refundable.)**

**\$100 - Application Fee**

**\$ 25 - Temporary Practice Permit Fee (for exam candidates only)**

**\*\*Make check or money order payable to the Montana Board of Clinical Laboratory Science Practitioners or CLSP\*\***

## DOCUMENTS

The following documents must be submitted to the Board office in order to complete your license application.

- Official Transcripts (sent directly to the Board office from the college or university).
- Verification of Certifying Exam Certificate. (Must come directly from certifying entity.)
- Application fee. Make check or money order payable to the Board of Clinical Laboratory Science Practitioners. Do not send cash.
- If currently or previously licensed in another state or jurisdiction, a License Verification or History must be submitted. (Must come directly from licensing jurisdiction.)

**Temporary Permit:** Recent graduates who are approved to take the first available national examination may obtain a temporary practice permit. The temporary permit expires 45 days after the date of first opportunity for examination or until notification by the examination service that the person either fails or passes the examination. Applicants for a temporary permit shall submit a fully completed application for the permit, along with the following:

- Temporary permit fee. Make check or money order payable to the Board of Clinical Laboratory Science Practitioners. Do not send cash.
- Full application and application fee.
- Date of the next available national examination.

## LICENSURE OF OUT-OF-STATE APPLICANTS - ENDORSEMENT

**Qualifications for Licensure:** Applicants for licensure must:

- Be licensed in another state whose license standards at the time of application to this state are substantially equivalent to or greater than the standards in this state.
- The license may not be issued until the board receives verification from the state or states in which the person is licensed that the person is currently licensed and is not subject to pending charges or final disciplinary action for unprofessional conduct or impairment.

**Application Procedures:** A fully completed, signed application for licensure, shall be submitted with the following documents:

- Official transcripts from colleges, universities and/or military programs.
- Verification of Certifying Exam Certificate. (Must come directly from certifying entity).
- License Verification from state(s) where currently licensed and from any other state(s) where applicant has previously held a license.

## FOREIGN GRADUATES

**NOTE: ALL DOCUMENTS NOT IN ENGLISH MUST BE ACCOMPANIED BY CERTIFIED TRANSLATIONS.** Please note that an application from a foreign graduate is considered a non-routine application and may take longer to process.

- Official transcripts from colleges, universities or certified equivalency statement from a academic evaluation entity.
- Application fee in U.S. funds only.
- Verification of Certifying Exam Certificate. (Must come directly from the certifying entity).
- United States Social Security Number.

## **APPLICATION PROCEDURES**

- When the application file is complete, it will be processed and considered by Board staff for permanent licensure. The applicant will be notified in writing if additional information is required or if required to appear before the Board for an interview.
- If the application is considered a non-routine application, there may be a delay in processing of the application. You may be requested to provide additional information, or make a personal appearance before the Board during a regularly scheduled Board meeting and/or the application may require Board consideration. Non-routine applications may take up to 120 days to process.
- All verifications of licensure must be sent directly from each state board in which the applicant is currently or has ever been licensed. Please make copies of the attached verification request form as needed. Some states may charge a fee for verifications. Contact each state board prior to sending the request.
- Keep the Board office informed at all times of any address changes, changes in license status and complaints or proposed disciplinary action by another board. This is essential for timely processing of applications and subsequent licensure.

**For information with regard to the processing of this application or other concerns please contact the Board of Clinical Laboratory Science Practitioner's staff at (406) 444-6880 or email us at [dlibsdcis@mt.gov](mailto:dlibsdcis@mt.gov)**

PLEASE BE SURE TO REVIEW THE MONTANA LAWS AND RULES FOR THE PRACTICE OF CLINICAL LABORATORY SCIENCE PRACTITIONERS ON OUR WEB SITE AT [www.cls.mt.gov](http://www.cls.mt.gov)

## **THE APPLICATION FOLLOWS**